Emergency Department Transfer Communications Data Collection Tool: MBQIP Instructions

Background
Stratis Health developed an Excel-based data collection tool for CAHs participating in a QIO special innovation project to facilitate data collection on the ED Transfer Communication components. The tool is now available broadly for use in data collection and can be used to obtaining numerator and denominator data that can be submitted for reporting to programs such as MBQIP.

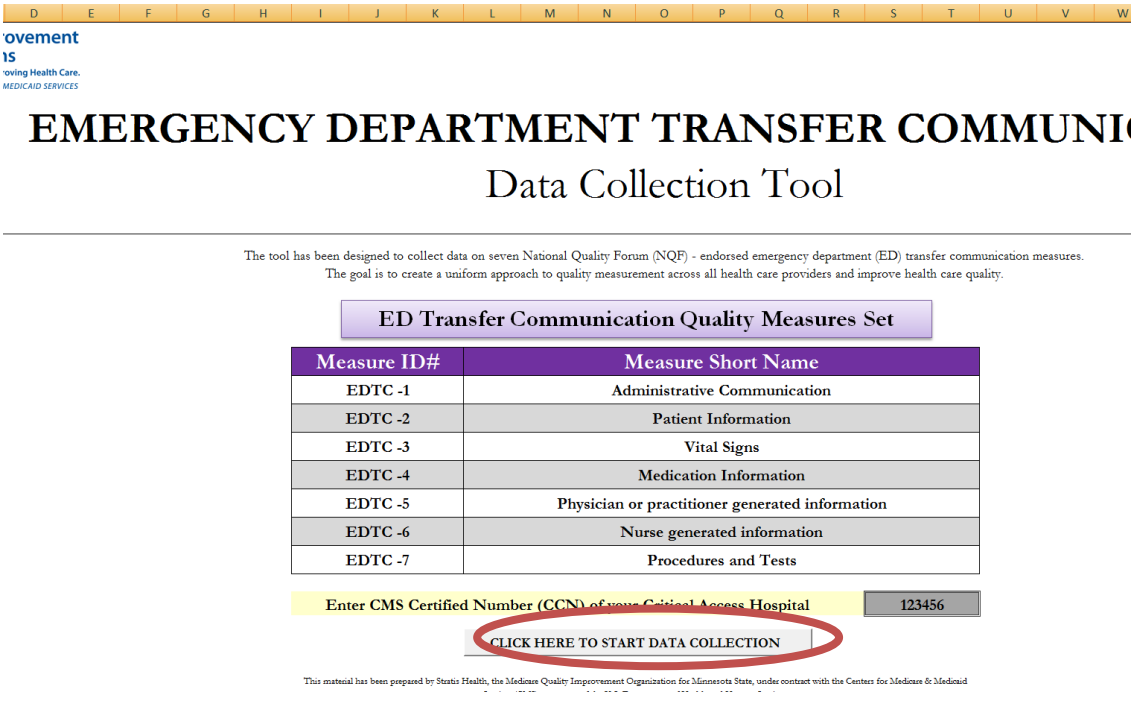
Important items related to using the tool for reporting

- DO NOT email the entire tool to anyone. Once data has been entered, the tool itself contains PHI.
- Instead of emailing the tool there are two options:
  - Run a report and then either copy/paste the report into an Excel document (instructions below). The report (and only the report) can be emailed, but not the whole tool.
  - Or, click "Print" and either scan/email or fax a hard copy of the report to send it.

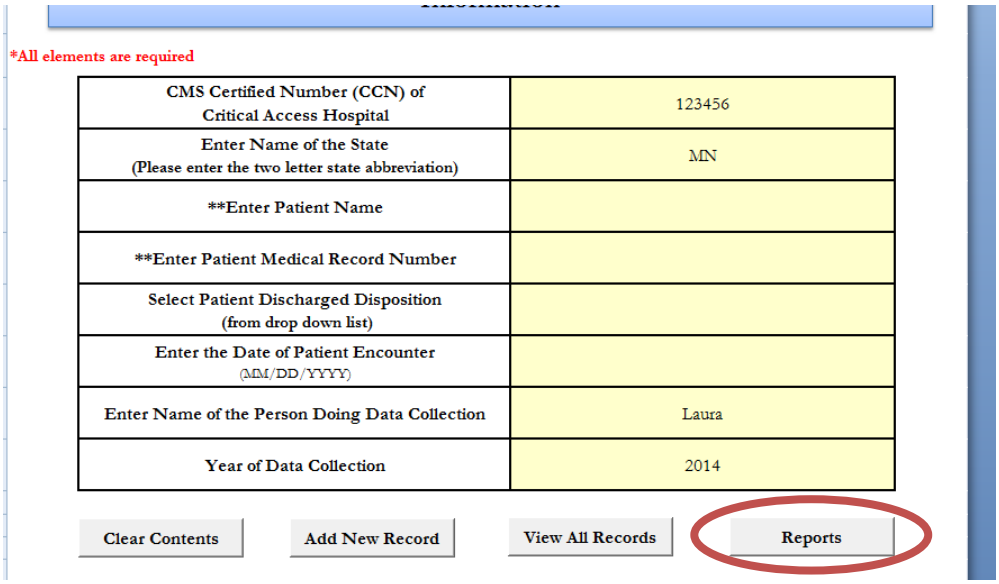
- Instructions on how to idenitfy the numerator and denominator on the report for MBQIP submission can be found on page 6-7 of this document.

Instructions for Copying and Pasting Report Data

1. Open your tool as usual. From the main screen, click on "Click here to start data collection" as you normally would.



2. Click on “Reports” from the next page.



*All elements are required

CMS Certified Number (CCN) of Critical Access Hospital	123456
Enter Name of the State (Please enter the two letter state abbreviation)	MN
**Enter Patient Name	
**Enter Patient Medical Record Number	
Select Patient Discharged Disposition (from drop down list)	
Enter the Date of Patient Encounter (MM/DD/YYYY)	
Enter Name of the Person Doing Data Collection	Laura
Year of Data Collection	2014

Clear Contents | Add New Record | View All Records | Reports

3. Once your report is finished running, you will see something similar to this (although with different data). Select everything you see – from the top left corner down to the bottom right corner (from cell A1 to F50).

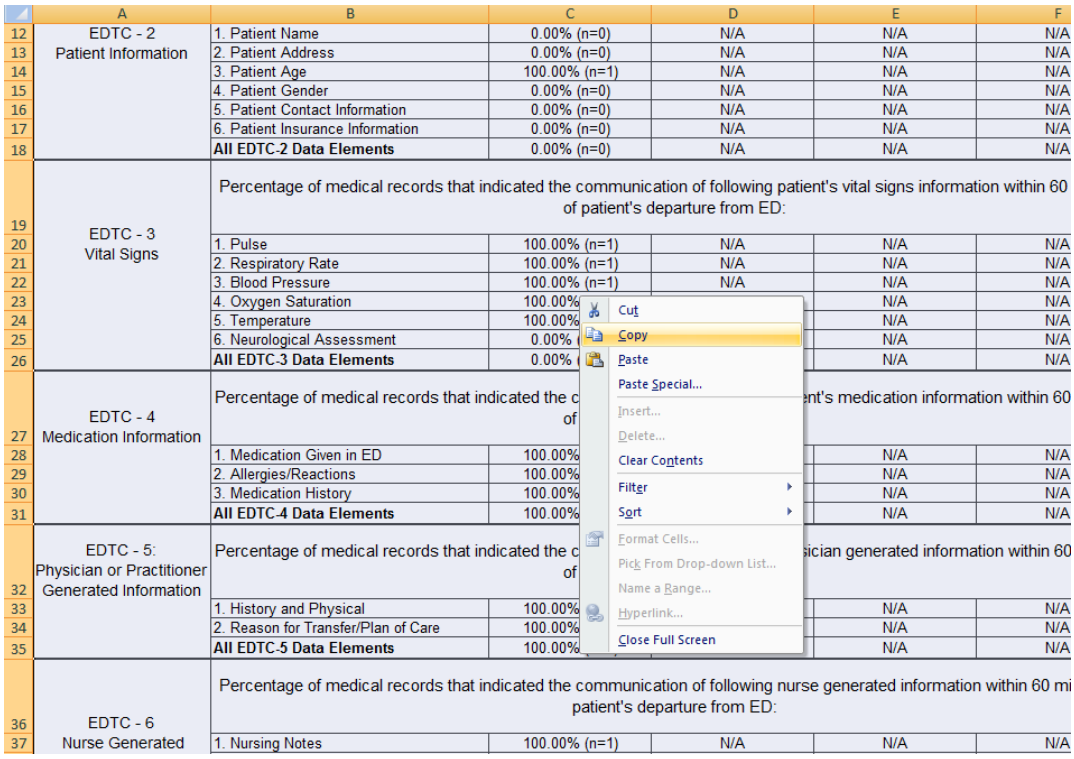
Emergency Department Transfer Communication
Hospital Report

CMS Certified Number (CCN): 123456

Record List | Print Report | Main Page | Refresh Page

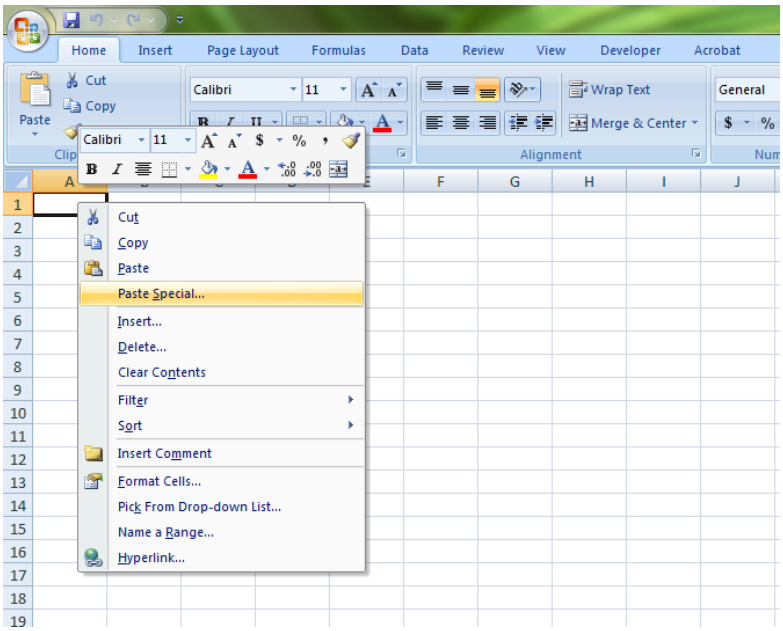
Measures	Data Elements	Q1 2014 1/1/2014 Records Reviewed (N) = 1	Q2 2014 4/1/2014 Records Reviewed (N) =	Q3 2014 7/1/2014 Records Reviewed (N) =	Q4 2014 10/1/2014 Records Reviewed (N) =
EDTC-1: Administrative Communication	Percentage of medical records that indicated the following occurred prior to patient departure from ED:				
	1. Nurse to Nurse Communication	100.00% (n=1)	N/A	N/A	N/A
	2. Physician to Physician Communication	100.00% (n=1)	N/A	N/A	N/A
	All EDTC-1 Data Elements	100.00% (n=1)	N/A	N/A	N/A
EDTC - 2 Patient Information	Percentage of medical records that indicated the communication of following patient information within 60 minutes of patient's departure from ED:				
	1. Patient Name	0.00% (n=0)	N/A	N/A	N/A
	2. Patient Address	0.00% (n=0)	N/A	N/A	N/A
	3. Patient Age	100.00% (n=1)	N/A	N/A	N/A
	4. Patient Gender	0.00% (n=0)	N/A	N/A	N/A
	5. Patient Contact Information	0.00% (n=0)	N/A	N/A	N/A
	6. Patient Insurance Information	0.00% (n=0)	N/A	N/A	N/A
	All EDTC-2 Data Elements	0.00% (n=0)	N/A	N/A	N/A
EDTC - 3 Vital Signs	Percentage of medical records that indicated the communication of following patient's vital signs information within 60 minutes of patient's departure from ED:				
	1. Pulse	100.00% (n=1)	N/A	N/A	N/A
	2. Respiratory Rate	100.00% (n=1)	N/A	N/A	N/A
	3. Blood Pressure	100.00% (n=1)	N/A	N/A	N/A
	4. Oxygen Saturation	100.00% (n=1)	N/A	N/A	N/A
	5. Temperature	100.00% (n=1)	N/A	N/A	N/A
	6. Neurological Assessment	0.00% (n=0)	N/A	N/A	N/A
	All EDTC-3 Data Elements	0.00% (n=0)	N/A	N/A	N/A
EDTC - 4 Medication Information	Percentage of medical records that indicated the communication of following patient's medication information within 60 minutes of patient's departure from ED:				
	1. Medication Given in ED	100.00% (n=1)	N/A	N/A	N/A
	2. Allergies/Reactions	100.00% (n=1)	N/A	N/A	N/A
	3. Medication History	100.00% (n=1)	N/A	N/A	N/A
	All EDTC-4 Data Elements	100.00% (n=1)	N/A	N/A	N/A
EDTC - 5: Physician or Practitioner Generated Information	Percentage of medical records that indicated the communication of following physician generated information within 60 minutes of patient's departure from ED:				
	1. History and Physical	100.00% (n=1)	N/A	N/A	N/A

4. Once the cells are selected, right-click anywhere on the report and choose “Copy.”

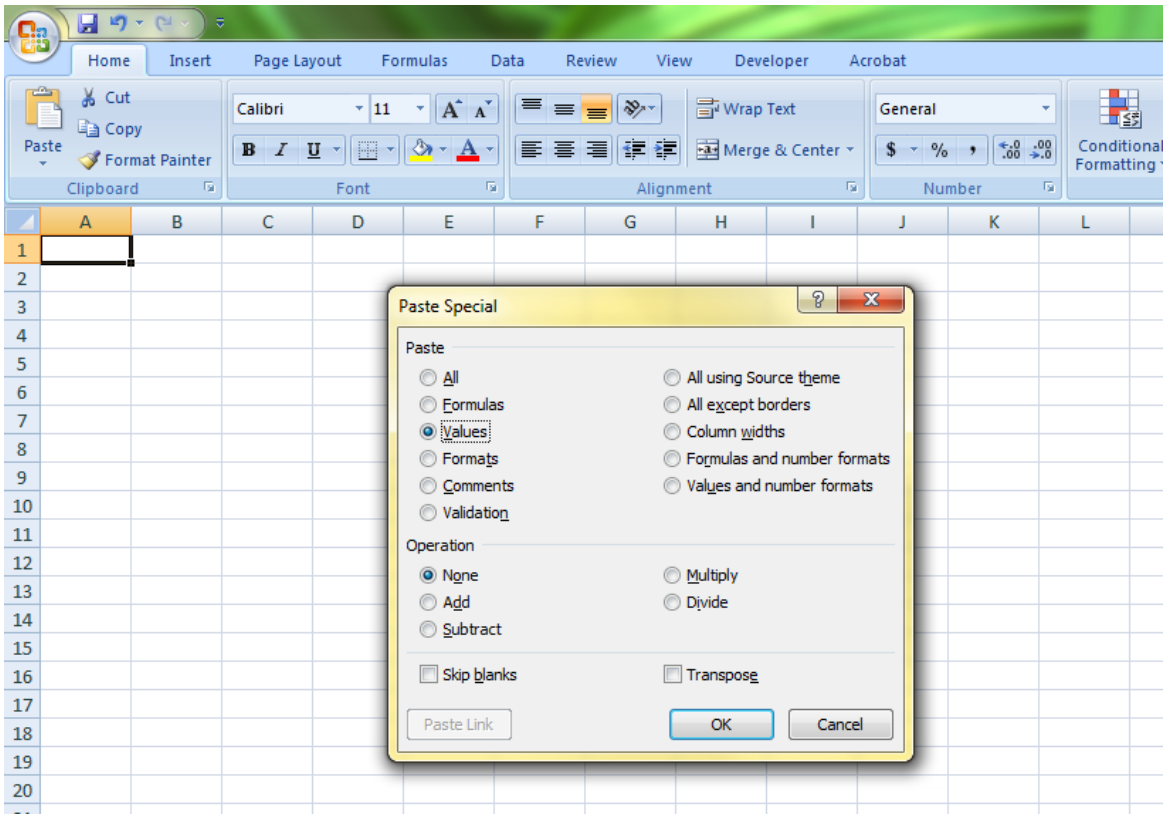


	A	B	C	D	E	F
12	EDTC - 2 Patient Information	1. Patient Name	0.00% (n=0)	N/A	N/A	N/A
13		2. Patient Address	0.00% (n=0)	N/A	N/A	N/A
14		3. Patient Age	100.00% (n=1)	N/A	N/A	N/A
15		4. Patient Gender	0.00% (n=0)	N/A	N/A	N/A
16		5. Patient Contact Information	0.00% (n=0)	N/A	N/A	N/A
17		6. Patient Insurance Information	0.00% (n=0)	N/A	N/A	N/A
18		**All EDTC-2 Data Elements**	0.00% (n=0)	N/A	N/A	N/A
19	EDTC - 3 Vital Signs	Percentage of medical records that indicated the communication of following patient's vital signs information within 60 of patient's departure from ED:				
20		1. Pulse	100.00% (n=1)	N/A	N/A	N/A
21		2. Respiratory Rate	100.00% (n=1)	N/A	N/A	N/A
22		3. Blood Pressure	100.00% (n=1)	N/A	N/A	N/A
23		4. Oxygen Saturation	100.00%		N/A	N/A
24		5. Temperature	100.00%		N/A	N/A
25		6. Neurological Assessment	0.00%		N/A	N/A
26		**All EDTC-3 Data Elements**	0.00%		N/A	N/A
27	EDTC - 4 Medication Information	Percentage of medical records that indicated the c of			ent's medication information within 60	
28		1. Medication Given in ED	100.00%		N/A	N/A
29		2. Allergies/Reactions	100.00%		N/A	N/A
30		3. Medication History	100.00%		N/A	N/A
31		**All EDTC-4 Data Elements**	100.00%		N/A	N/A
32	EDTC - 5: Physician or Practitioner Generated Information	Percentage of medical records that indicated the c of			ician generated information within 60	
33		1. History and Physical	100.00%		N/A	N/A
34		2. Reason for Transfer/Plan of Care	100.00%		N/A	N/A
35		**All EDTC-5 Data Elements**	100.00%		N/A	N/A
36	EDTC - 6 Nurse Generated	Percentage of medical records that indicated the communication of following nurse generated information within 60 mi patient's departure from ED:				
37		1. Nursing Notes	100.00% (n=1)	N/A	N/A	N/A

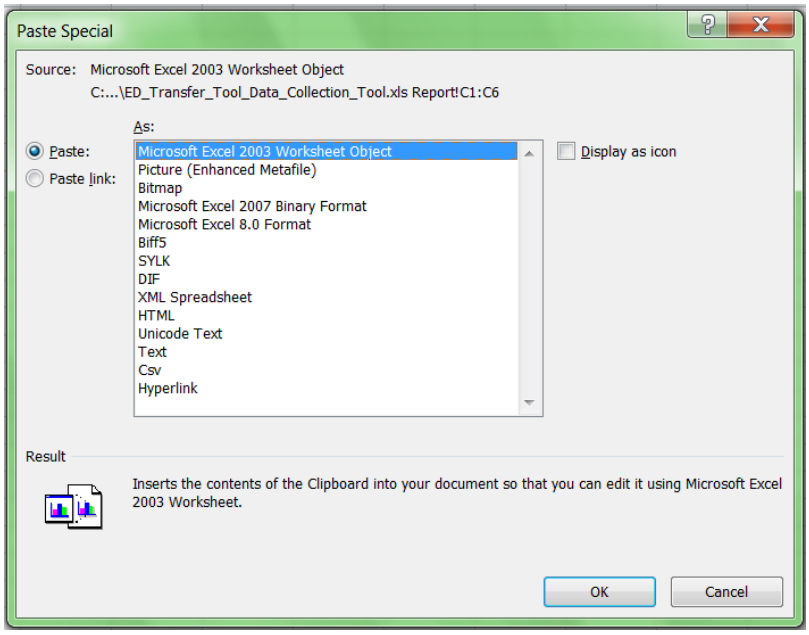
5. Open a new, blank Excel document. Click on the top left-hand cell (A1) and select the option “Paste Special.” If this option doesn’t appear, leave the blank Excel document open, but go back to your Excel EDTC tool and re-copy the report data. Then go back to the blank Excel document and try again.



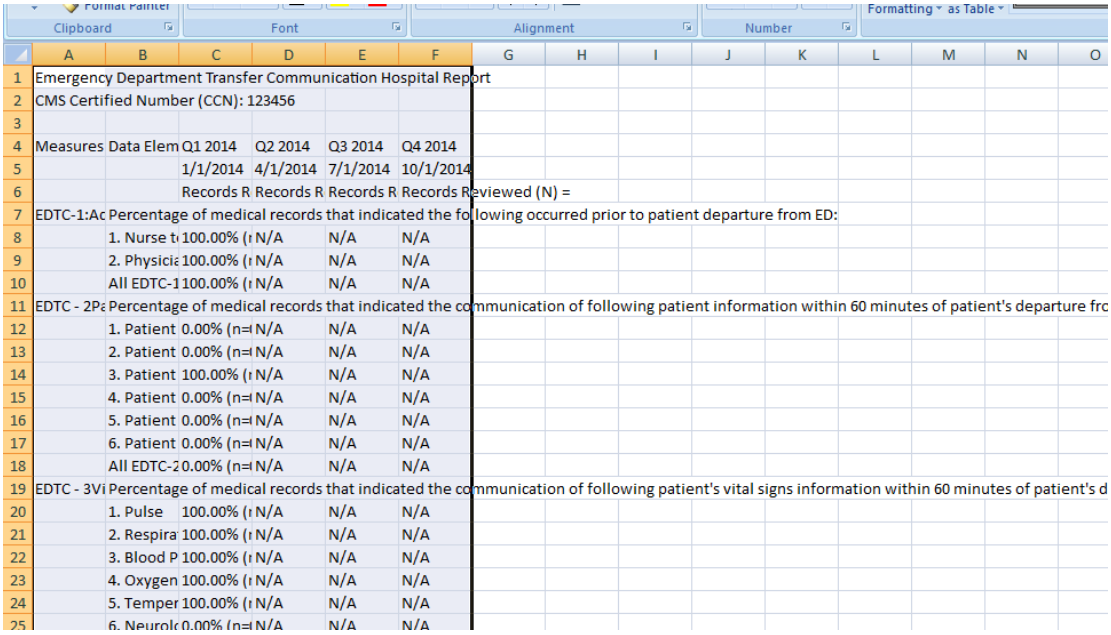
6. From the menu that appears, select the button “Values” and the click “OK.”



Note: depending on the version of Excel you are running (or the way you opened a new document), you may not see the ‘Paste Special’ options shown above. You might instead see something similar to the image below. If this happens, select either “Text” or “Unicode Text” and then click OK.



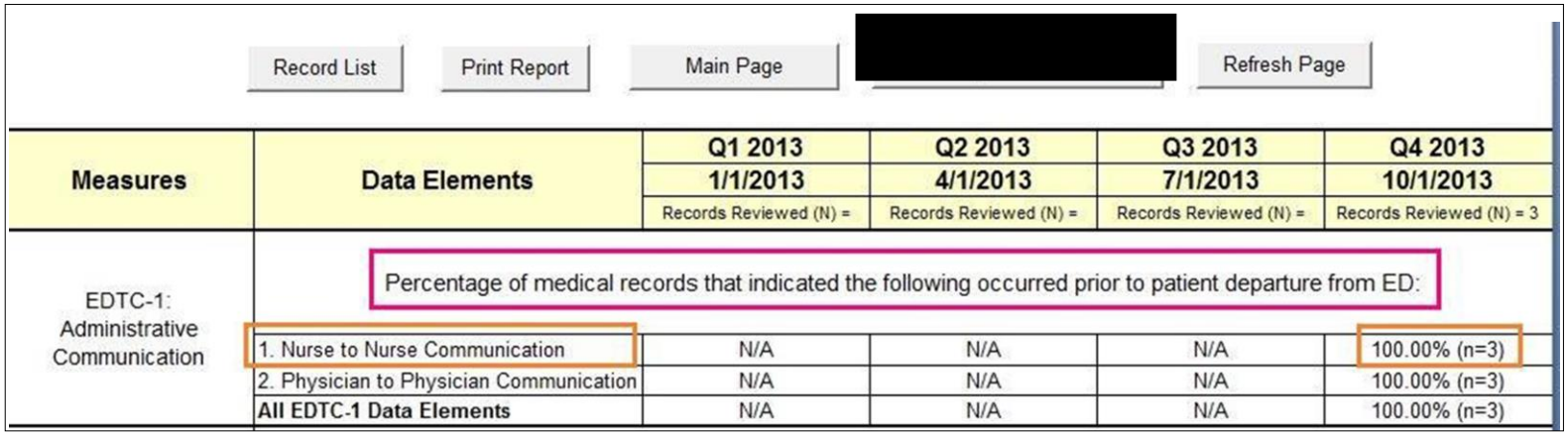
7. Your report data should successfully be pasted to the new Excel document, which you can then save as QuarterYear_CCN# (ex: Q114_123456). This document can then be e-mailed as an attachment if if needed, as it does not contain any Personal Health Information (PHI). DO NOT e-mail the entire tool. If you have entered data into the tool it will contain PHI.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Emergency Department Transfer Communication Hospital Report														
2	CMS Certified Number (CCN): 123456														
3															
4	Measures	Data Elem	Q1 2014	Q2 2014	Q3 2014	Q4 2014									
5			1/1/2014	4/1/2014	7/1/2014	10/1/2014									
6			Records R	Records R	Records R	Records R	eviewed (N) =								
7	EDTC-1:Ac	Percentage of medical records that indicated the following occurred prior to patient departure from ED:													
8		1. Nurse t	100.00% (r	N/A	N/A	N/A									
9		2. Physicia	100.00% (r	N/A	N/A	N/A									
10		All EDTC-1	100.00% (r	N/A	N/A	N/A									
11	EDTC - 2Pa	Percentage of medical records that indicated the communication of following patient information within 60 minutes of patient's departure fro													
12		1. Patient	0.00% (n=	N/A	N/A	N/A									
13		2. Patient	0.00% (n=	N/A	N/A	N/A									
14		3. Patient	100.00% (r	N/A	N/A	N/A									
15		4. Patient	0.00% (n=	N/A	N/A	N/A									
16		5. Patient	0.00% (n=	N/A	N/A	N/A									
17		6. Patient	0.00% (n=	N/A	N/A	N/A									
18		All EDTC-2	0.00% (n=	N/A	N/A	N/A									
19	EDTC - 3Vi	Percentage of medical records that indicated the communication of following patient's vital signs information within 60 minutes of patient's d													
20		1. Pulse	100.00% (r	N/A	N/A	N/A									
21		2. Respira	100.00% (r	N/A	N/A	N/A									
22		3. Blood P	100.00% (r	N/A	N/A	N/A									
23		4. Oxygen	100.00% (r	N/A	N/A	N/A									
24		5. Temper	100.00% (r	N/A	N/A	N/A									
25		6. Neurolo	0.00% (n=	N/A	N/A	N/A									

Understanding Numerators and Denominators in the Data Collection Tool

For each data element, the percentage represents the statement described at the top of each measure. For example: In the image below, 100% means that out of 3 reviewed records, 3 records indicate that nurse to nurse communication occurred prior to patient departure from ED.



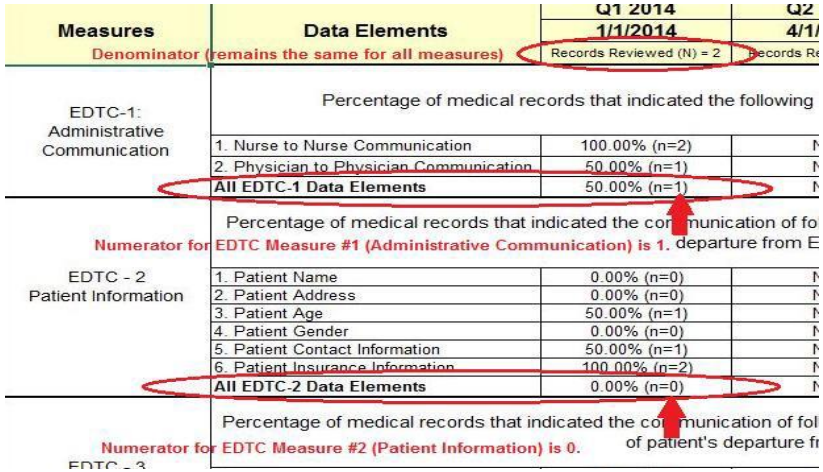
Record List | Print Report | Main Page | [redacted] | Refresh Page

Measures	Data Elements	Q1 2013 1/1/2013 Records Reviewed (N) =	Q2 2013 4/1/2013 Records Reviewed (N) =	Q3 2013 7/1/2013 Records Reviewed (N) =	Q4 2013 10/1/2013 Records Reviewed (N) = 3
EDTC-1: Administrative Communication	Percentage of medical records that indicated the following occurred prior to patient departure from ED:				
	1. Nurse to Nurse Communication	N/A	N/A	N/A	100.00% (n=3)
	2. Physician to Physician Communication	N/A	N/A	N/A	100.00% (n=3)
	All EDTC-1 Data Elements	N/A	N/A	N/A	100.00% (n=3)

Image 1

The **denominator** for a given quarter will always be found at the top of the data column. It is the number included in "Records Reviewed (N) = ____ ," as is circled at the top of the image below. The denominator remains the same for each measure in a given quarter.

The **numerator** for each measure can be found to the right of the description including "All EDTC- ____ Data Elements," as is indicated with red circles and arrow below.



Measures	Data Elements	Q1 2014 1/1/2014 Records Reviewed (N) = 2	Q2 4/1/ Records Re
Denominator (remains the same for all measures)			
EDTC-1: Administrative Communication	Percentage of medical records that indicated the following		
	1. Nurse to Nurse Communication	100.00% (n=2)	
	2. Physician to Physician Communication	50.00% (n=1)	
	All EDTC-1 Data Elements	50.00% (n=1)	
Numerator for EDTC Measure #1 (Administrative Communication) is 1.	Percentage of medical records that indicated the communication of fo departure from E		
EDTC - 2 Patient Information	1. Patient Name	0.00% (n=0)	
	2. Patient Address	0.00% (n=0)	
	3. Patient Age	50.00% (n=1)	
	4. Patient Gender	0.00% (n=0)	
	5. Patient Contact Information	50.00% (n=1)	
	6. Patient Insurance Information	100.00% (n=2)	
	All EDTC-2 Data Elements	0.00% (n=0)	
Numerator for EDTC Measure #2 (Patient Information) is 0.	Percentage of medical records that indicated the communication of fol of patient's departure fr		

Image 2